

Architectural Review Board Application

Indian Summer Homeowners Association

How to use this ARB Template Fillable Form:

1. Completed all information fields in the form (provide as much detail as possible to ensure full understanding of scope by ARB members).
2. Save the completed form using your last name and date submitted (example: Smith_January 1 2020)
3. Print, sign, and send your completed ARB application with attachments to the management company (address provided at the bottom of this form)

SECTION I – APPLICANT INFORMATION

Name		Email Address
Property Address	Lot #	Mailing Address (if different from property address)
Home Phone		Cell Phone

SECTION II – PROJECT INFORMATION

Project Detail (check all that apply to this application) ☐ Work within 30 ft set back on the Golf Course		
☐ Construction	☐ Landscaping	☐ Paint House Exterior
Project Description <i>(for landscaping, include both eliminated and new planting and hardscape materials)</i>		
Estimated Start Date	Estimated Completion Date	

SECTION III – INSTRUCTION CHECKLIST

Complete and check off:

Yes ☐	N/A ☐	I have read and understand the pertinent provisions of Indian Summer's Covenants, Conditions and Restrictions (CC&Rs) pertaining to this project, including Articles 4:01 thru 4:19. *NOTE Article 4:04 Following approval of any plans and specifications by the ARB, representatives of the ARB shall have the right, during reasonable hours, to enter upon and inspect any Lot or Townhouse Area with respect to which construction is underway to determine whether or not the plans and specifications therefore have been approved and are being complied with. In the event the ARB shall determine that such plans and specifications have not been approved or are not being complied with, the ARB shall be entitled to enjoin further construction and to require the removal or correction of any work in place which does not comply with approved plans and specifications.
Yes ☐	N/A ☐	Project plans are attached; plat plan showing lot dimensions and location of house on lot, diagram of work area, descriptions of materials to be used (including color), photos, manufacturers' brochures, and any other information that describes your project.
Yes ☐	N/A ☐	If painting exterior of the house, provide Sherwin Williams (SW) color code (you may use other paint brands, and they must be color matched to approved SW color codes. The approved color palette book with SW color codes may be checked out at the guard shack) House body color House trim color House accent color
Yes ☐	N/A ☐	I have obtained and attached written project approval from the townhouse/condominium association within Indian Summer where I reside. (Check "NA" in the box if your home is not part of one of the townhouse/condominium associations within Indian Summer)
You must submit this completed application with attachments through VIS Group, Inc. at the address below.		

SECTION IV – APPLICANT ACKNOWLEDGEMENT

I understand the following based on ISHOA CC&Rs and corresponding policies:

- Applications lacking required information will be returned and will delay the review process.
- The ARB has forty-five (45) days after receipt of a complete application to review my application and make a decision.
- No work on my project may begin without prior ARB approval, and without such approval I may be required to return my property to its former condition at my expense.
- Project modifications must also receive ARB approval through this process.
- ARB approval does not constitute approval by the Indian Summer Golf Course, other condominium associations, governmental jurisdictions, and that it is my responsibility to ensure the project meets these and all other legal requirements, as applicable.
 - Projects within the 30 Foot Setback require 2 separate approvals. Work may not begin until both approvals have been provided.
 - First approval – ARB for compliance with the CC&Rs, the Community Wide Standard, and all ARB Policies.
 - Second approval – Following an ARB approval, the approved project will be forwarded by the ARB to the golf course representative who has until the first day of the following month to respond. If they object, a written determination will be provided to both the ARB and the homeowner. If no notification is received from the golf course representative by that date, then the ARB's approved project is formally approved and the homeowner may begin work. If the golf course owner provides appropriate notice that they do not approve the project, then the project is not approved. The homeowner may re-submit a revised plan for reconsideration at the next monthly meeting of the ARB
- Work must be done in a timely and professional manner, with quality at least equal to the original construction.
- The ARB may establish a fee, at its discretion, to cover the cost of reviewing more complex project applications.
- Approval expires one year from the approval date.
- These requirements are not exhaustive and I should also consult the CC&Rs for other applicable requirements.

SECTION V – APPLICANT SIGNATURE

I HAVE READ AND UNDERSTAND THE PROVISIONS OF THE INDIAN SUMMER COVENANTS, CONDITIONS AND RESTRICTIONS, RULES AND REGULATIONS AND THE INSTRUCTIONS IN THIS APPLICATION.

Applications must be received five business days before the ARB Committee meeting scheduled for the second Thursday of each month. Anything turned in late may be put on the following meeting's agenda.

Applicant Signature _____ Date _____

Return Application to: Indian Summer Architectural Review Board (ARB)
C/O VIS Group, Inc.
8617 Martin Way East
Lacey, WA 98516
Email to: info@vismanagement.com

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